



CALTRANS LANDSCAPE SPECIALIST
Departmental Open, Non-Promotional
Exam Code: 6TR85

Department: Caltrans
Bulletin Release Date: July 29, 2016
Final Filing Date: Continuous
Salary: \$4,944.00 to \$6,136.00

INTRODUCTION

Caltrans is pleased to announce the posting of the **Caltrans Landscape Specialist** examination. Employment from this examination may be offered in all Districts and Sacramento County.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the cut-off date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

Caltrans
Examination Services
(MS 86) P.O. Box
168036
Sacramento, CA 95816-8036

***FILE IN PERSON:**

Caltrans
Examination Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816

***Candidates are responsible for obtaining proof of mailing or submission of their application to Examination Services.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements.

POSITION STATEMENT

In a District Office, incumbents act as a staff advisor to or representative of the District maintenance engineer on all matters related to landscaping; and to do other related work.

ELIGIBLE LIST INFORMATION

An Open, Non-promotional eligible list will be established for Caltrans in all Districts and Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I,” “or II,” “or III,” etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Possession of a valid Agricultural Pest Control Adviser license issued by the California Environmental Protection Agency (CAL-EPA) covering the following categories: control of insects, mites, and other invertebrates; control of vertebrate pests; control of weeds; regulation of plant growth. Must be registered with the county agricultural commissioner. (Possession of the license and registration with the county agricultural commissioner are not required to compete in the examination, but they must be obtained prior to appointment.) **and**

EITHER I

Two years of experience in the California State Department of Transportation performing maintenance or construction duties in a maintenance function in a class comparable to Caltrans Maintenance Supervisor with responsibility for at least one landscape maintenance crew.

OR II

Four years of broad experience in landscaping and grounds maintenance, tree maintenance or chemical vegetation control work, two years of which shall have been as a supervisor responsible for planning and directing the work of three or more supervised crews.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the examination:

<http://www.calhr.ca.gov/state-hr-professionals/pages/6288.aspx>

EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Minimum Qualifications” shown on this announcement. Supplementary information will be accepted, but read the “Minimum Qualifications” carefully to see what kind of information will be useful to the staff doing the evaluation.

This examination will consist of an Education & Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Applications will be processed on the last day of each month.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and various types of ground cover used in highway beautification or erosion control
2. Landscape construction and maintenance methods and departmental policies governing maintenance of roadside vegetation
3. Materials, equipment, and tools used in landscape maintenance and construction
4. Names and characteristics and care required for trees, shrubs, and various types of ground cover commonly grown in California
5. Plant pests and diseases and the chemical and biological alternatives for their control and eradication
6. Methods, materials, and equipment used in chemical vegetation control

Ability to:

1. Read and write English at a level required for successful job performance
2. Lay out long-range landscape maintenance programs
3. Plan, organize, and coordinate roadside fire hazard, chemical vegetation, and noxious weed control programs
4. Review and recommend improvements on landscape contract plans
5. Administer utility trimming and permit inspection work
6. Understand and interpret drawings, plans, maps, and layouts
7. Analyze situations accurately and take effective action
8. Dictate correspondence and prepare reports
9. Maintain cooperative relationships with departmental personnel and the public
10. Prepare and conduct training programs
11. Effectively direct the work of others
12. Effectively contribute to the Caltrans' safety, health, Equal Employment Opportunity (EEO), and labor relations program objectives

VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

CAREER CREDITS

Career Credits will be granted in this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-4177.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to

contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Caltrans reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx> or from the CalHR, and the Department of Veterans Affairs.

Career Credits: In Open, Non-promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.